

ARTICULATION PROPOSAL

Business Education Career and Technical Education Division

With the recent emphasis on career clusters and skill standards testing, within the Kentucky Department of Education, it is proposed that the universities offering degrees in Business Education articulate college level credit for students who have obtained a career major with at least B grades and who pass the Administrative Support Skill Standards Assessment, or the MOS Certification test.

Career Clusters/Majors

To complete a career major in Administrative Support Services or Information Processing Services, students must earn four career-related credits within the career major. Three of the four credits must come from the recommended courses for that major.

Proposal

It is proposed that Murray State University offer 6 hours of credit if a student accomplishes the following:

1. Receive a Career Major Certificate in Administrative Support Services or Information Processing Services and have at least a B average.
2. Pass the Administrative Support Skill Standard Assessment or the Microsoft Office Specialist (MOS) Certification in Microsoft Word

The student who successfully completes the above steps will receive credit in OSY 210 (3) Word Processing; OSY101 (1) Keyboarding; OSY 140 (1) Beginning Word Processing; and OSY 141 (1) Beginning Spreadsheets for a total of Six (6) hours credit.

Process

The Department of Business Education State Staff will monitor the process of awarding the Skill Standard Certificates and the Career Major Certificates. Each of the students will be issued a letter from the local school district certifying that the student should receive credit along with an explanation of which of the above options the student completed. This letter will be presented to the appropriate personnel at Murray State University during the student's first year of enrollment.

Potential Outcomes of the Articulation Proposal

A. For Business Education Students:

- 1) Allows Secondary Business Education Students to become trained in a specific set of skill standards developed by industry representatives and Kentucky Department of Education personnel putting a stamp of approval on their training.
- 2) Allows Secondary Business Education Students to get a head start in pursuing an advanced degree in one of the fields in Business.
- 3) Provides motivation for a student to pursue a Career Major.
- 4) Provides motivation and incentive for students in the Skills Standard Testing Process and MOS Certification.

B. For Secondary Business Education Programs:

- 1) Allows secondary Business Education Programs to promote the articulation with students and administrators and help with recruiting of quality students.
- 2) Provides a tool for Secondary Teachers to be in contact with University Professors and Kentucky Department of Education Personnel.
- 3) Successful Passing Rates of Students could be used in Program Promotion and in recruiting a more talented, non-traditional, and /or diverse student population.

C. For Kentucky Department of Education:

- 1) Provides a tool for the Kentucky Department of Education to put significant emphasis on the recent thrusts of Career Majors and Skill Standards Assessment.
- 2) Provides an opportunity to motivate students to do better on the skill standards assessment, thereby increasing the passing rates and consequently increasing the learning of students and the quality of the instruction in secondary Business Education.

D. For Murray State University:

- 1) Allows for a closer working relationship between Murray State University programs and /secondary Business Education Programs.
- 2) Provides motivation for more and better students to be attracted to pursue degrees in Business.
- 3) Provides a significant bridge and motivation for a successful transition for students between the Secondary Business Education Programs and Higher Education.

We the undersigned parties agree to the terms of this articulation agreement.

Dannie E. Nanson, Dean Murray State University
Name Title University
College of Business & Public Affairs

Rodney Kelly, Director CTE Kentucky Department of Education
Name Title ~~University~~

Name Title University